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January 2008 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, February 1, 2008
311 Ag Hall

Present: Barrett, Bell, Ellis, Fleming, Gunawan, James, King, Larson, Matkin, Moody, Phipps, Smola, Wheeler. **Guest:** Tom Kraft

Wheeler called the staff meeting to order at 10:00 a.m.

Approval of Minutes – Matkin moved to approve the minutes of the December 14, 2007, staff meeting. Ellis seconded. Introductions were made to Tom Kraft, Coordinator of the Industrial Technology Education program at UNL. The plan is to move the program to AgLEC this summer.

Announcements – Wheeler announced candidates and nominations are needed for faculty awards. Also, the libraries are cutting 20% of the journals UNL currently subscribes to. Faculty are asked to look over the list of journals for any that should be continued. King and Wheeler will make the final recommendations from AgLEC.

Promotion and Tenure Committee – Barrett reported the committee is done reviewing the files of non-tenured faculty. The forms have been completed and signed off by the committee.

Undergraduate Curriculum Committee – The committee did not meet today. Moody reported that the CASNR Leadership Certificate proposal was submitted to the CASNR Curriculum Committee. Also, courses transferring from the Industrial Technology Education program to AgLEC will need to go through the CASNR Curriculum Committee.

Graduate Education and Research Committee – King reminded faculty that graduate students seeking assistantships must be full-time students. Comps are going on right now.

Outreach Committee – Ellis reported that Pennisi, Ellis, and DiPietro are currently working on materials in Extension for the NACO project and workshops with 65 county supervisors. The purpose is to help government leaders learn how to become better leaders.

Graduate Student Association (GSA) Update – no report

Report of AgLEC Unit Planning Meeting with the Deans – Wheeler reported the meeting is now one hour long instead of two hours. The discussion consisted of planning, with no discussions about staffing. Items discussed included the Industrial Technology Education program, undergraduate and graduate leadership programs in AgLEC, practical leadership issues, and the leadership minor. What is the career path for those with a leadership minor or major?

Proposed Professor of Practice and Course Coverage – Wheeler reported we have short-term stability in terms of staffing, and options are being explored. It is a fact we will not get three new tenure-track positions funded. If you have ideas or suggestions for covering courses, let Wheeler know.

Teaching Funding Proposal Process – Bell and Barrett will report next month on the process and criteria for applying for the use of the teaching award funds.

Department Head Search – King reported seven applications were reviewed and ranked. Three were dropped and references were checked on four applicants. The search committee decided it would be interesting to bring all four of these applicants to campus for interviews. It is possible applicants will be interviewing on campus before the end of the month.

Lecturer Search – Ellis reported the position is still open. The applications will be reviewed starting February 18th. The plan is to bring applicants to campus for interviews in March.

Topics for Spring Advisory Council Meeting – Fleming reported the next meeting is Wednesday, April 16 from 9:30 a.m. - 1:30 p.m. Please send suggestions and ideas for the agenda to Fleming. Barrett requested the meetings not be scheduled for Wednesday. Tuesdays and Thursdays are also heavy class days.

Equipment Requests – Wheeler reported several requests for equipment were received, and some have been purchased with department funds. Ellis provided information for a digital camera that is being requested from the IANR fund.

Budget Update – Wheeler distributed budget information. Wheeler indicated we will have some additional equipment money available from the department. Send equipments requests to James or Wheeler.

Faculty Advisory Council – no report.

CASNR Curriculum Committee – Barrett reported ALEC 914 has been approved.

Faculty Senate – King reported there is a current request for participation on committees by faculty. Health insurance for retirees is being discussed at the university level. Right now it is not viable for retirees to continue with the university health insurance because of the cost. The Graduate Studies Office has reorganized again and has a new Dean.

Recruitment – Smola reported a mailing will be going out next week, and they are working on the newsletter. Let Smola know of suggested topics to include in the newsletter.

Capstone Course Proposals – Wheeler asked if anyone is submitting a proposal for an on-line course.

Temporary Staff Arrangements – James reported that Bennetch and Hamer will both be out of the office beginning February 13 until about mid-May. We have hired a temporary staff member to work full-time while they are gone.

Meeting adjourned at 11:35 a.m. Next staff meeting will be **February 15 at 10:00 a.m.**

Submitted by Betty James
February 7, 2008